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**Room Sub-Block Agreement for Ten (10) or More Guest Rooms**

This agreement must be signed by ANNA exhibitors or third parties representing exhibitors to obtain a sub-block of sleeping rooms from official ANNA hotels. This agreement will enable the requested hotel (Caribe Royale Orlando) to reserve a block of rooms for Exhibitor’s use during the dates of the ANNA Symposium. After approval from ANNA of your room block, Hotel may submit a formal agreement directly to you for signature. Your arrangements at the assigned hotel will not be considered definite until the agreement is signed. To assist in planning your room block, please review the exhibit prospectus and exhibit confirmation materials. Exhibit move-in occurs on Saturday, April 18 and Sunday, April 19. The grand opening of exhibits is Sunday, April 19, at 5:45 pm. Exhibits close on Tuesday, April 21, at 10:30 am.

By signing this contract, you and ANNA have entered into a binding agreement. ANNA is committed to provide and you are committed to use and pay for all the accommodations agreed to. Should you not use and pay for the commitments of this contract, ANNA may suffer damages. Such damages, as outlined in ANNA’s hotel agreement, may occur because ANNA will have lost the opportunity to offer your unused rooms to others and is responsible within its hotel contract to pay for rooms blocked. Therefore, you agree to use and/or pay for 90% of the rooms reserved in this sub-block. Payment for any unused rooms (up to 90% of the total rooms reserved) will be based on the single room rate established for the ANNA Symposium ($159 per night + occupancy taxes at Caribe Royale Orlando) and charged to the credit card listed below.

**Please Note:** Your rooming list with a credit card to guarantee reservations **MUST** be submitted to the requested hotel by Friday, March 6, 2020. One night’s room and tax will be charged to the credit card on March 6, 2020. **IF YOUR ROOMING LIST IS NOT RECEIVED BY March 6, 2020, THE ROOMS WILL BE WITHDRAWN AND PLACED BACK INTO THE GENERAL ANNA BLOCK.**

**REQUESTED SUB-BLOCK AT: 🞏 Caribe Royale Orlando @ $159/Night**

 **Fri Sat Sun Mon Tues Wed Total Room Exhibitor’s**

 **4/17 4/18 4/19 4/20 4/21 4/22 Nights Rate Commitment**

**No. of Rooms**

**Requested \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ $159 = $\_\_\_\_\_ x 90% = \_\_\_\_**

We hereby apply, subject to the terms in this agreement, for a block of rooms (outlined above) at the assigned hotel and we agree to pay for the rooms requested as outlined herein:

|  |
| --- |
| Company |
| Address |
| City / State / Zip |
| Contact Name Title |
| Signature Date |
| Telephone Fax |
| Email |
| Credit Card No. Expiration Date Security Code |

After approval of your request, ANNA will send confirmation to you and the hotel. At that time, as mentioned above, the assigned hotel may send you an agreement for your signature. You will coordinate all housing details directly with the hotel, including housing lists and final arrival/departure arrangements.

**Please return form to:**

**Rachel DeAngelo, Conference Coordinator, ANNA National Office**

**Phone – 856-256-2430 / Email – rachel.deangelo@ajj.com**